

STATE OF NEBRASKA EMERGENCY WEATHER POLICY

Severe Weather

The **State of Nebraska** has a statutory obligation to remain open for business

Monday - Friday

8 AM - 5 PM

During adverse weather conditions remember to

Be Safe!

Use your own judgment in determining your ability to safely travel to work and follow your agency's guidelines and procedures on reporting your absence.

Questions ~

Please contact your Human Resources Office for more information.



**This Memorandum has been sent to all Agencies, Boards and Commissions.
Please forward to your employees.**

TO: All Agencies, Boards and Commissions
Agency HR Contacts

FROM: Josh Stafursky, Personnel Program Administrator
Department of Administrative Services – State Personnel

SUBJECT: Emergency Weather Policy

Agencies and departments of the State of Nebraska have a statutory responsibility (Neb. Rev. Stat. Section 81-113) to be open for the transaction of business from at least 8:00 a.m. to 5:00 p.m., Monday through Friday.

Prior to the onset of inclement weather, agencies should determine how best to serve the public should a weather emergency arise. All employees should be made aware of the procedures developed for that agency.

The safety and welfare of our employees is of utmost concern, therefore each employee will determine for himself or herself his or her ability to drive to work safely, the condition of his or her vehicle, and the immediate road conditions.

If an employee chooses not to report to work, he or she should follow agency policy for reporting their absence.

Employees choosing not to work during adverse weather conditions must use accrued vacation leave, earned compensatory time, or leave without pay. If feasible, agencies may allow employees to make up missed work time within the work week.

If an employee's normal work site is not open, for example in locations where employees work in buildings that are not owned or operated by the state, and an alternative work location is not an option, then the employee may be placed on a "ready to work" status. This means they are ready and available to be called back to a work location, at any time. Employees in a "ready to work" status will be compensated. Employees shall perform any state work possible during this status.

Agencies are directed to be as reasonable as possible in the approval of the use of vacation, compensatory time, or leave without pay. Also, if possible or necessary, agencies are encouraged to allow the employees to make up any lost work time due to weather related conditions. Agency directors may authorize employees to work from other locations.

The State of Nebraska Emergency Weather Policy is also be available on the LINK website at www.link.ne.gov.